



Manpower Standard

AIRMAN LEADERSHIP SCHOOL (ALS)

This Air Force Manpower Standard (AFMS) quantifies the manpower required to accomplish the tasks described in the process oriented description for varying levels of workload. It quantifies the manpower needed to provide senior airmen with professional military education to prepare them for future leadership roles. This standard applies to peacetime operations of all active duty ALSs. This standard does not apply to the Air National Guard or Air Force Reserve. Bases should develop negative variances for core processes not performed and positive variances for processes not included in this standard. This manpower standard was developed in accordance with the requirements outlined in AFI 36-2301, *Professional Military Education*, and AFMAN 38-208, *Air Force Management Engineering Program (MEP)*. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to AFMEA/AEDB, 550 E Street East, Randolph AFB, Texas 78150-4451.

★ SUMMARY OF CHANGES

This AFMS supersedes AFMS 16A1, 6 October 1995. Attachment 1, page 3, para A1.2, line 1, is revised to change the title "Program Management" to "Airman PME Flight Chief." Attachment 1, page 3, para A.1.3, line 7, is revised to change "program manager" to "flight chief." This revision includes minor administrative changes. Changes are identified with a star (★).

1. Core Composition. A core ALS has an annual projected student load of 72 - 160 students.

1.1. Core Manpower Required. 3.

1.2. Core Range. 2 - 7.

1.3. Programming Factor. Projected eligible student population derived using a computer model.

2. Standard Data:

2.1. Approval Date. September 1992.

2.2. Man-hour Data Source. Workshop measurement.

2.3. Man-hour Equation. None. See application instructions.

2.4. Workload Factor:

2.4.1. Title. Projected Average Annual Student Load.

2.4.2. Definition. The projected average annual number of students who will be eligible for the ALS. The average is derived using a computer model that takes into account existing assigned population, first-term retention rates, and future enlisted accessions. ALS student eligibility criteria is defined in AFI 36-2301.

2.4.3. Source. AFMEA/AEDB will provide MAJCOMs workload data and associated manpower impact by base. This data will be coordinated with the Air Staff office of primary responsibility (AF/DPPE) prior to release.

2.5. Points of Contact:

2.5.1. **Functional Manager.** AF/DPPE, Education and Training Programs Division.

2.5.2. **AFMEA Representative.** Mr. Marc-John Fraser, AFMEA/AEDB, DSN 487-5910.

3. Application Instructions:

3.1. Apply the projected average annual student load to the following table to determine the optimum number of seminars per class and the required manpower to support that number of seminars:

**OPTIMUM NUMBER OF SEMINARS PER CLASS
DETERMINATION TABLE**

NUMBER OF SEMINARS	PROJECTED AVERAGE ANNUAL STUDENT LOAD (# OF STUDENTS)	TOTAL MANPOWER REQUIRED
1	48 - 160	3
2	161 - 320	4
3	321 - 480	6
4	481 - 640	7

3.2. Refer to the Standard Manpower Table (Attachment 2) for skill and grade distribution. For small populations of 48 to 71 students per year, the total manpower required is 2.

4. Statement of Conditions. The following information was used in developing this manpower standard:

- 4.1. Resident, base-level course.
- 4.2. Course length of approximately 23 class days, eight hours per day.
- 4.3. Minimum of six classes; maximum of eight classes per year.
- 4.4. Course conducted using seminar concept, utilizing primarily the guided discussion instructional technique.
- 4.5. Minimal auditorium requirements.
- 4.6. A simple non-mess dress daytime graduation.
- 4.7. Average seminar size of 16 students.

BENJAMIN N. CHAPMAN, Lt Col, USAF
Chief, Plans and Productivity Division
Air Force Management Engineering Agency

Attachments

- 1. Element Description
- 2. Standard Manpower Table
- 3. Process Analysis Summary

ELEMENT DESCRIPTION**AIRMAN LEADERSHIP SCHOOL (ALS)**

A1.1. INSTRUCTION. Conducts professional military education (PME) instruction as outlined in AFI 36-2301. Prepares for instruction through group review and self-study. Prepares facility/classroom/auditorium for instruction. Maintains lesson plans, textbooks, test and measurement devices, student workbooks, handouts, and lesson aids. Uses instructional aids and training equipment in support of lesson plan objectives. Counsels, evaluates, and advises students. Maintains student records. Receives training and trains instructors. Supervises and/or evaluates instructors. Assists with in- and out-processing and graduation tasks, as necessary. Performs other tasks, as delegated.

★**A1.2. AIRMAN PME FLIGHT CHIEF.** Responsible for all aspects of ALS operations. Manages and supervises instructor(s) and support staff. Implements Air Force, MAJCOM, and base professional military education policies, programs, and procedures. Interfaces with Air Force and civic organizations to enhance support of the ALS. Recruits and selects instructor and support personnel. Supervises instruction, evaluation, counseling, and progress of students attending ALS. Manages all aspects of the student and instructor evaluation programs. Manages the instructor training program, course survey, and feedback program. Performs the ALS resource management function.

★**A1.3. SUPPORT.** Provides information management support for faculty and students. Conducts student preadmission activities, in- and out-processes students, prepares graduation diplomas and awards, processes photographs, prepares statistical fact sheet, provides student information, and prepares end-of-course or other reports. Orders, receives, sorts, reproduces, stores, and distributes student course materials. Administers policies, programs, and standards governing information management systems, resources, and facilities. Processes student tests and other evaluations. Provides support for all aspects of the graduation. Performs Air Force-directed additional duties (as necessary). Assists the flight chief in managing resources (manpower, money, equipment, and facilities). Operates and maintains audiovisual equipment. Determines eligibles for the ALS and schedules classes to meet training requirements. Performs other tasks, as delegated.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Airman Leadership School/16A1											
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
PME Instructor	8T000	MSG			1	1	1				
PME Instructor	8T000	TSG	1	1	1	1	1				
PME Instructor	8T000	SSG	1	2	1	3	4				
Info Mgt Journeyman	*3A051	SSG			1	1	1				
TOTAL			2	3	4	6	7				
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
* MAJCOMs may substitute SDI 8T000 for this requirement.											
TOTAL											

AF Form 1113, JUN 91 (COMPUTER GENERATED). PREVIOUS EDITION IS OBSOLETE.

PROCESS ANALYSIS SUMMARY**AIRMAN LEADERSHIP SCHOOL**

# SEMINARS	INSTRUCTION MAN-YEARS	PROGRAM MGT MAN-YEARS	SUPPORT MAN-YEARS	TOTAL MAN-YEARS
* 1	1.50	0.25	0.25	2.00
1	1.50	0.50	0.25	2.25
2	3.00	0.50	0.25	3.75
3	4.50	0.75	0.50	5.75
4	5.75	0.75	0.50	7.00

* Small population of 48 to 71 students per year.